



**Town of Monterey**  
 Building Department  
 P.O. Box 308 Monterey, MA 01245  
 P: 413.528-1443x118 Email: [montereybuildinginspector@verizon.net](mailto:montereybuildinginspector@verizon.net)  
[www.monterey-ma.org](http://www.monterey-ma.org)

### Request for Plan Review & Building Permit Application

Application Date:	Assessor Map #	Assessor Lot #	Zoning Dist
Site Address			Permit Fee: \$

Owner Name:	Owner Address:
Owner Telephone:	
Contractor:	Contractor Address:
Contractor Telephone:	
HIC #:	Construction Supervisor Lic #:
Arch or Eng:	Arch Address:
Arch Telephone:	Mass Registration #:

#### Please Check or Fill Appropriate Items:

A. Type of Permit Requested	B. Ownership	C. Estimated Costs of Project
1. New Construction:	<b>Public</b>	1. Structural:
2. Addition:	1. State:	2. Electrical:
3. Alter/Renovation:	2. Town:	3. Plumbing:
4. Foundation Only:	<b>Private</b>	4. HVAC:
5. Temporary:	1. Taxable:	5. Gas:
6. Change of Use:	2. Nontaxable:	6. All Other:
7. Other:		7. Total Costs:

D. Foundation Set Backs (from site plan)	E. Building Dimensions (from prints)	F. Type of Construction (from Code Book)
1. Front:	1. # of Stories:	1A: 1B:
2. Rear:	2. Basement Y/N:	2A: 2B: 2C:
3. Left Side:	3. Bldg Height:	3A: 3B:
4. Right Side:	4. Bldg SqFt:	4.:
5. Lot Sq Footage:	5. Width:	5A: 5B:
6. % Lot Coverage:	6. Length:	

G. Residential Uses:	Attch Deck/Porch:	H. Residential Section: Totals
R-1 Motel/Hotel:	Detached Garage (U):	Total kitchens:
R-2 Multi-Family:	Shed/Utility Bldg (U):	Total bedrooms:
R-3 One/To Fam (attached):	Mobile Home (R-4):	Total bathrooms:
R-4 One/Two Fam (detached):	Modular Home (R-4):	Total Rent/Bdrm:
R-5 Group Residence:	Fireplace/Chimney:	(sleeping rooms)
	Swimming Pool:	Total Dwell/Units:
	Other:	

I. General Information			
Flood Plain Y/N:	Wetlands Y/N:	Water Supply: Well / Town	Septic System: Private / Town

**Turn page over and complete the information on reverse side.**

Bldg Dept Use Only	Approved by:	Rejected by:	Reason:
Permit Date:	Permit #:	Special Permit #:	Variance #:
			Fee Pd:

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**Request for Plan Review and Building Permit Application (continued)**

**Please Check or Fill Appropriate Items:**

J. "Use Group" Designation (check more than 1 if Mixed Use) (see Article 3 of Mass Bldg Code - 6 <sup>th</sup> Edition)	R- Residential:	B-Business:
A-1 -(A) Theater:	I-2-Institutional: (may include some day care)	M-Mercantile:
A-1 -(B) (no stage):	I-3-Restrained:	H-High Hazard:
A-2 Night Club:	F-1 -Factory/M-H:	U-Utility:
A-3 Restaurant:	F-2 -Factory/L-M:	Other (explain):
A-4 Church	S-1 -Storage/M-H:	
A-5 Outdoor Assem:	S-2 -Storage/L-M:	
E Educational: (may include some day care)		

NOTE: ALL WORK in nonresidential structures and residential structures for three or more families, that contain more than 35,000 cubic feet, shall comply with section 110 and 116 of the Building Code. All such plans must be stamped with original stamps, signed and dated by the appropriate professional, with special attention to the requirements of 110.7.

Describe, in detail, the proposed use of the structure or building (i.e. elementary school, machine shop, office bldg, paper storage, warehouse, restaurant with bar, paint storage in existing industrial plant, bed & breakfast, etc.) attach additional sheets if necessary:

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K. Principal Type of Heat	L. Off Street Parking (number of)	M. Fire Protection
1. Coal:	1. Enclosed:	1. Smoke Alarms: #      Type:
2. Gas:	2. Outdoors:	2. Heat Detector: #      Type:
3. Oil:	3. Off Premise:	3. Sprinkler System: Y/N
4. Wood:	4. Other: Explain:	4. Smoke Evacuation: Y/N
5. Electric:		5. Fire Extinguishers: Y/N
6. Other:		show all locations of each on plans

**PLEASE NOTE:**

No building or structure which is erected or altered, shall be used, in whole or in part, for any purpose until a certificate of use and occupancy is issued by the Inspector of Buildings.

The undersigned certifies that the above statements and all accompanying information are true to the best of their knowledge and belief.

The owner of this structure and the undersigned agree to conform to all applicable laws of the town and state, and believe the work proposed to be in compliance with all zoning regulations, the Massachusetts State Building Code 780CMR, and the applicable specialized codes, rules and regulations listed in Appendix G.

\_\_\_\_\_  
Signature of Contractor or Art 116 Professional      Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner or Agent of Owner      Date: \_\_\_\_\_

**Applicant must submit all applicable drawings, site plan, & forms before a permit may be granted.**

NOTE: In order that this application may be accepted, the data called for above, along with all attached plans and forms, MUST be set forth in such a manner that it can be determined by the application and accompanying plans, what the existing conditions are and what the future conditions will be.